

**U.S. Department of State
Bureau of Near Eastern Affairs
Office of Assistance Coordination**

Assistance Listings Number: 19.990

**Promoting Accountability in Iraq and Syria
For Genocide, Crimes Against Humanity, and War Crimes**

Opportunity Number: SFOP0009922

Key Information:

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Deadline for Questions:	July 10, 2023
Application Deadline:	July 26, 2023
Expected Date of Notification:	October 2, 2023
Federal Agency Contact:	NEA-Grants@state.gov

Funding Opportunity Synopsis

This Notice of Funding Opportunity is released by the Department of State's Office of Global Criminal Justice (J/GCJ) in cooperation with the Bureau of Near Eastern Affairs, Office of Assistance Coordination (NEA/AC). J/GCJ promotes criminal accountability for abuses and violations in Iraq and Syria, including war crimes, crimes against humanity, and genocide. The investigation and prosecution of atrocity crimes is a crucial part of holistic transitional justice strategies in which countries must address legacies of pervasive abuses. Criminal trials – whether they occur in the context of an international or regional tribunal or in domestic systems that have jurisdiction – can build adherence to the rule of law, reinforce the unacceptability of the crimes committed, demonstrate that impunity will not be tolerated, and deter future harm by punishing perpetrators. They can also help transitional societies come to terms with their own histories and rebuild stable, democratic institutions. Evidence gathered and presented in court can help to establish a historical record of atrocities, give victims an opportunity to be heard, and rebut denials by victimizers and their political allies that such atrocities ever occurred. Finally, criminal trials can also help to restore the dignity of victims and their families by providing a public acknowledgment of the gravity of the wrongs done to them.

The Department of State will consider funding projects with a victim/survivor-centered approach that include components to develop local investigative and judicial skills; to collect and preserve evidence and maintain the chain of custody of evidence, including through the use of digital technologies and open-source techniques; to provide information to national authorities and international mechanisms with jurisdiction over crimes; to support survivor participation in justice processes and witness protection efforts; and to conduct other activities that directly support investigations and prosecutions of perpetrators of atrocities as well as contribute to broader transitional justice objectives. Applicants should be able to demonstrate an awareness of existing work in the field and a keen awareness of the security situation in the relevant country.

All applications must be submitted in English. Complete information on how applicants can submit proposals for this opportunity can be found in Section VI below.

Applicants should read this NOFO in its entirety before writing their proposal and should refer to the full Evaluation Criteria provided in Section VII while drafting all materials.

Eligible Countries and Territories

In this announcement, we seek to support projects that advance criminal accountability for atrocities committed in Iraq or Syria. Applications may focus on atrocities committed in either Iraq or Syria, not both. Applicants must demonstrate regional and contextual expertise and capacity to partner with local partners in the country proposed. It is not required that project activities take place within either country. This is in recognition that evidence, witnesses, victims, and potential courts with jurisdiction over crimes exist beyond Iraq and Syria. Please note: Applications that focus on atrocities in countries and territories other than Iraq or Syria will NOT be considered.

Background Information about J/GCJ:

The Office of Global Criminal Justice advises senior Department officials on issues related to war crimes, crimes against humanity, and genocide. In particular, the Office helps formulate U.S. policy on the prevention of, responses to, and accountability for mass atrocities. To this end, the Office advises the U.S. Government and foreign governments on the appropriate use of a wide range of transitional justice mechanisms, including truth and reconciliation commissions, lustrations, and reparations, in addition to judicial processes.

The Office also coordinates U.S. Government positions relating to the international and hybrid courts currently prosecuting persons responsible for genocide, war crimes, and crimes against humanity – not only for such

crimes committed in the former Yugoslavia, Rwanda, Sierra Leone, and Cambodia – but also in Kenya, Libya, Côte d'Ivoire, Guatemala, and elsewhere in the world. The Office works closely with other governments, international institutions, and nongovernmental organizations to establish and assist international and domestic commissions of inquiry, fact-finding missions, and tribunals to investigate, document, and prosecute atrocities in every region of the globe. It coordinates the deployment of a range of diplomatic, legal, economic, military, and intelligence tools to help expose the truth, judge those responsible, protect and assist victims, enable reconciliation, deter atrocities, and build the rule of law.

Background Information about NEA/AC

The U.S. Department of State's Bureau of Near Eastern Affairs, Office of Assistance Coordination (NEA/AC) offers Federal assistance to groups and individuals striving to bring about positive change in the Middle East-North Africa region. NEA/AC works in 20 countries and territories, partnering with governments, civil society organizations (CSOs), community leaders, youth and women activists and private sector groups to advance their efforts. Competitively selected projects aim to foster participatory governance, economic reform, and educational advancement in response to local interest and needs.

NEA/AC is committed to advancing equity and support for minority and marginalized populations. All projects should consider strategies and proposals for expanding the pool of either individuals, organizations, beneficiaries, and/or partners to ensure a diverse and inclusive application that takes into consideration diversity towards implementation of the project, including: religion, sex, disability, race, ethnicity, sexual orientation, gender identity, gender expression, sex characteristics, national origin, and age.

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I. FUNDING OPPORTUNITY DESCRIPTION

The Department of State invites applicants to submit a proposal specific for either Iraq or Syria for victim/survivor-centered programming that include components to develop local investigative and judicial skills; to collect and preserve evidence and maintain the chain of custody of evidence; exploit digital technologies in the service of justice; and to conduct other activities that directly support investigations and prosecutions of those responsible for atrocities in available jurisdictions, as well as contribute to broader transitional justice objectives, which could include but are not limited to: trial monitoring and outreach, building cases, filing criminal complaints, sharing information with national and international authorities, and victim/survivor support and witness protection.

Applicants must incorporate plans on how their proposals will support and be de-conflicted with ongoing transitional justice work being undertaken by other U.S. government entities and international donors, as well as the United Nations, other international organizations/mechanisms, and non-governmental organizations. Each applicant must present a plan on how it will be flexible and responsive to time-sensitive requirements; monitor and evaluate activities; and coordinate activities with the Department of State and other relevant U.S. government entities and international donors. Applicants should consider the context of Iraq or Syria's dynamic and challenging operating environments in their proposals, especially in terms of project implementation and monitoring. Applicants must demonstrate a clear understanding of international criminal law, operational investigative and prosecutorial work, and jurisdictions available to seek criminal accountability for atrocities in Iraq or Syria. Awards will be issued with the expectation of substantial involvement from the Department of State in the grantee's implementation of this project.

A. PROBLEM STATEMENT

While good progress has been made to lay the groundwork for holding perpetrators criminally accountable through extensive documentation by UN mechanisms, local and international NGOs, and governments, documentation efforts are ongoing and a critical gap still exists. This work has fed into universal jurisdiction and extraterritorial trials, and additional progress is being made on investigations and prosecutions of additional perpetrators. However, more work remains to be done on this front, as to ensure an inclusive and victim and survivor-centered approach throughout these justice processes.

B. ACHIEVABLE OBJECTIVES

A successful project will result in the advancement of victim and survivor centered investigations and prosecutions of perpetrators of atrocities in Iraq or Syria. Programming may include, but is not limited to, one or more of the following areas:

1. Collect, preserve, and/or analyze evidence of atrocities in Iraq or Syria, maintaining legal chain of custody of evidence and sharing with appropriate national authorities and multilateral accountability mechanisms, as applicable. Applicants should consider inclusion of civil society, including medical and legal professionals, and the deployment of digital technologies where appropriate.
2. Build case files to share with national authorities and multilateral accountability mechanisms, as applicable, in support of investigations and prosecutions of crimes and alleged perpetrators of atrocities, wherever such individuals may be located.
3. File criminal complaints, petitions, or memorials in national, regional, or international courts that may have jurisdiction over the commission of atrocities by state or non-state actors.
4. Support or fulfill the mandates of public international organizations that promote criminal accountability for abuses and violations in Iraq

and/or Syria, including war crimes, crimes against humanity, and genocide.

5. Develop new technologies to improve searching, processing, and analyzing massive holdings of documents, which may be in Arabic, Kurdish, and other languages.
6. Provide targeted training to law enforcement and/or prosecutorial officials on forensics, crime scene analysis, trial preparation, and interviewing of witnesses including of crimes related to sexual violence.
7. Conduct trial monitoring and outreach.
8. Provide victim/witness protection and/or support-related services.
9. Cooperate with other justice actors, including the sharing of analytical products and expertise; open-source research in multiple different languages; identification, location and introduction of witnesses and sources to competent jurisdictions; geolocation; translation of high-value material; and targeted interviews.

Proposals are encouraged to identify ways in which any of the above programming areas will also support other current or future transitional justice measures, such as vetting, reparations programs, and truth commissions.

C. PROJECT DESIGN

This solicitation invites applications in support of justice and accountability for atrocities perpetrated in Iraq or Syria, including war crimes, crimes against humanity, and genocide. These efforts should build upon USG and other international donor programs since 2011. Applicants must detail activities responsive to this NOFO, as any awards issued will have stand-alone performance measurements. Funds will support activities that advance investigations and prosecutions in available jurisdictions. Proposals can focus on advancing accountability for atrocities committed either in Iraq or Syria, but not both. It is **not** required that project activities take place within either country. This is in recognition that evidence, witnesses, victims, and potential courts with jurisdiction over crimes exist beyond Iraq or Syria.

If projects do incorporate such work within Iraq or Syria, applicants must explain how it will be accomplished in insecure or otherwise unsafe environments. **Each proposal will be reviewed based on its potential for impact.**

Projects must include:

- a. A primary focus on advancing justice and accountability through support to victim and survivor-centered criminal investigations and prosecutions for atrocities committed in either Iraq or Syria.
- b. A commitment to share information generated over the course of the project with the Department of State, while appropriately respecting confidentiality.
- c. If applicable, a willingness to respond to requests for information from public international organizations, other international accountability mechanisms, and national authorities engaged in such efforts.
- d. Where programming is proposed that would gather information from victims and witnesses, the applicant must include clear processes for informed consent, confidentiality, service referral, and preventing re-traumatization.
- e. A rigorous results monitoring plan with demonstrated feedback loops to show tangible outcomes of the project.

The Department of State will implement selected projects in collaboration with other governments supporting justice and accountability for atrocities in Iraq and Syria. Project implementers funded under this solicitation will be required to collaborate and coordinate with other entities working to support criminal accountability, as well as other related transitional justice processes.

The Department of State will require reporting on the first and 15th of the month regarding project activities, and standard quarterly reporting in addition to ad hoc reporting requests.

The following activities and costs are **not allowed** under this announcement:

- Buying evidence, including paying inducements to conduct interviews;
- Activities that engage with “justice systems” of the Assad regime, ISIS, Al-Qaeda, or other terrorist groups;
- Social welfare projects;
- Paying to complete activities begun with other funds;
- Activities that appear partisan or that support individual or party electoral campaigns;
- Academic or analytical research (if not necessary as part of a larger project);
- One-time events, such as stand-alone conferences and one-off round tables;
- Medical and psychological research and clinical studies;
- Projects of a commercial or profit-making nature;
- Cultural presentations, cultural research, cultural clubs, or festivals, etc.; and
- Entertainment costs (e.g., receptions, social activities, ceremonies, alcoholic beverages, guided tours).

NOTE: Applications that include any of these activities or costs above may be eliminated at the Technical Eligibility Review stage and will not advance to the Merit Review Panel.

D. GENDER AND SOCIAL INCLUSION INTEGRATION

NEA/AC requires that all activities fully address intersectional gender and inclusion considerations, ensuring that individuals of all genders, and diverse backgrounds¹ benefit from support to the extent feasible, and that gender and inclusion awareness is a built-in component of project activities. This should be documented through gender and social inclusion analysis in the

¹ Consideration of diversity of race, ethnicity, color, creed, national origin, gender, sexual orientation, gender identity, disability, or other status.

project narrative that identifies any relevant gender and inclusion gaps and ways the proposed activities will address those gaps. Proposals should demonstrate how addressing relevant gender and inclusion gaps will enhance the project's goals and objectives. Applicants who are unfamiliar with integrating gender in foreign assistance programming should view the training video located at:

https://encompassworld.com/elearningfiles/DOS/DOS_Gender_Integration_E-Course/story_html5.html

E. DEFINITIONS

Diversity, Equity, Inclusion, and Accessibility (DEIA):

For the purposes of this NOFO:

Diversity means the practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of a community, including underserved communities;

Equity means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment;

Inclusion means the recognition, appreciation, and use of the talents and skills of persons of all backgrounds; and

Accessibility means the design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them.

Underserved communities refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding

definition of equity.

II. MEASUREMENT OF RESULTS

Applicants shall provide a Logic Model and a Theory of Change statement to demonstrate how the proposed project (including activities, the project design, and the surrounding context) will achieve the stated objectives, with particular attention to how the approach will reach individuals of diverse backgrounds relevant to the specific context. The Logic Model and Theory of Change statements can be generated using the template in Appendix II. Please see Section VI below for more information. Applicants shall also provide an illustrative Results Monitoring Plan (RMP) to describe how the proposed project will capture and measure data that demonstrates progress toward achieving the specific objectives of the proposed project. This includes any disaggregations of indicators relevant to the specific sub-populations intended to be served. The RMP may also include project-specific sub-objectives. Please see Appendix 4 for the RMP template. Please see Section VI below for more information.

Successful applicants will work with the NEA/AC program and Monitoring, Evaluation & Learning (MEL) teams to finalize the RMP based on the proposed Logic Model to measure qualitative and quantitative indicators as part of the award negotiations process. The successful applicants will be responsible for collecting data against these indicators – which will be monitored throughout the period of performance of the award to gauge necessary modifications to the project’s design – and assess the results of the project’s success in meeting expected outcomes. A MEL Plan outlining the data collection plan and timeline will be required 30 days after issuance of award for review, feedback, and approval.

All projects funded through this NOFO will be required to complete a final evaluation of the project at the end of the period of performance with support from the NEA/AC MEL team. Successful applicants will dedicate between 3% and 5% of their total budget to monitoring, evaluation, and learning. Selected applicants are required to have project information

available for up to three years after the project closeout for the NEA/AC team to evaluate long-term outcomes.

Below is a list of U.S. Department of State standard development indicators for foreign assistance that are commonly used for measuring and reporting program results. Not all indicators below will be applicable to the proposed project, though the applicant is encouraged to use them where relevant in the development of the Logic Model and associated RMP. NEA/AC's MEL team will work with the successful applicant on finalizing indicators as part of a RMP that will be utilized for the negotiated award.

- (DR 6.1-3) Number of individuals from low income or marginalized communities who received legal aid or victim's assistance with USG support

III. AWARD INFORMATION

Funding Mechanism Type:	Grant
Estimated Number of Awards:	2
Estimated Total Program Funding:	\$2,500,000
Estimated Award Ceiling:	\$1,250,000
Estimated Award Floor:	\$1,000,000
Cost-Sharing or Matching:	Encouraged; NOT Required
Estimated Length of Project Period:	12-24 Months

Contingent on the availability of funds, approximately \$2,500,000 for approximately 2 awards will be awarded through this announcement. If selected to receive an award, an applicant will be awarded funds for up to

12-24 Months, depending on the activities and countries proposed. The estimated start date for this project is **October 1, 2023**.

NEA/AC reserves the right to award more or less than the estimated program funding and reserves the right to award funding under this announcement for a period of up to two years after the announcement's close date.

This request for full applications **does not** constitute an award or commitment on the part of the U.S. government to make any awards, **nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of an application.**

Competing Continuation

Requests for funding to extend beyond the initial budget period will be entertained on the basis of a competing continuation award. NEA/AC will review each grantee's progress in meeting grant requirements, including timely submission of required reports, and compliance with all terms and conditions of the award; timely submission of a request for additional funding; the availability of funds; and that continued funding would be in the best interest of the Department of State.

IV. SUBSTANTIAL INVOLVEMENT

The Department of State shall be involved in the program and management performance of these cooperative agreements through consultation and technical collaboration on specified project activities.

Department of State Responsibilities

- Collaboration in establishing and approving a project work plan
- Providing policy and technical consultation on project activities
- Government-provided key resources or logistical support for the project

- Vetting of grantees and sub-grantees

V. ELIGIBILITY INFORMATION

All applicants will be screened by NEA/AC to determine whether they meet all of the program eligibility requirements detailed below.

NOTE: Applications that do not demonstrate that they meet all of the eligibility requirements in Section A and Section B will not advance past the Technical Eligibility Review stage and may be deemed ineligible for funding under this announcement. Nothing can be added to an application once the competition deadline has passed.

A. ELIGIBLE APPLICANTS

Applicants must have functional experience in the areas of investigating and prosecuting conflict related atrocities in Iraq or Syria.

Eligible applicants include:

- U.S. or foreign
 - Non-profit organizations;
 - For-profit organizations;
 - Private institutions of higher education;
 - Public or state institutions of higher education;
 - Public International Organizations

NEA/AC is committed to an anti-discrimination policy in all of its programs and activities. NEA/AC welcomes applications irrespective of an applicants' race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We encourage applications from organizations working with underserved communities, including women, people with disabilities, and youth.

NEA/AC strongly encourages applications from civil society organizations headquartered in the Middle East and North Africa region.

A.1. Prime Applicant

Applicants must have the organizational capacity to implement project components in Iraq or Syria, if any are proposed. Applicants must also have experience in conducting risk assessments and monitoring and evaluating programming and sub-recipients in order to document and assess the short- and long-term outcomes of proposed projects. Extensive partnerships with international accountability mechanisms, national law enforcement agencies, documentation organizations, and/or international, Iraqi, or Syrian professional legal associations are useful to ensure that all project activities can be implemented quickly. Additionally, applicants must:

- Meet ALL of the registration requirements listed below.
- Meet any requirements listed as MANDATORY in *Additional Eligibility Considerations*, below.

A.2. Local Partners

Applicants are REQUIRED to include partnerships with Iraqi or Syrian organizations as part of their project design for this NOFO, though they need not be physically based in-country. Applicants should propose partners that would work together on specific programmatic objectives or priorities and that utilize local expertise, even if follow-on activities may be implemented outside Iraq or Syria. Partnerships may, but are not required to, take the form of sub-awards.

B. REGISTRATION REQUIREMENTS

To apply for NEA/AC (Federal) funding, organizations, whether based in or outside the U.S., must have a Unique Entity Identifier (UEI) number and an active account with the System for Award Management (SAM). Applicants who do not meet all registration requirements are NOT eligible for funding under the opportunity.

UEI Number

All applicants must have a Unique Entity Identification (UEI) number.

Entities must register in SAM.gov and will be assigned their Unique Entity ID (SAM) within SAM.gov. Entities will no longer obtain or use a UEI (DUNS) for entity registration or reporting.

System for Award Management (SAM)

SAM is a U.S. government wide registry of vendors doing business with the Federal government and requires annual renewal. The system centralizes information about grant applicants/recipients and provides a central location for grant applicants/recipients to change organizational information.

Further, each applicant must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, an applicant must renew it at least once each year. If an organization's account expires, the organization cannot submit a grant application until it is renewed.

To create a new SAM account, go to <https://sam.gov/content/entity-registration>.

U.S.-based organizations must have a UEI number and a CAGE number. The CAGE code will be issued by SAM.gov. Please note that as of December 2022, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO CAGE (NCAGE) code to apply for non-DoD foreign assistance funding opportunities. If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket ("incident") with the Federal Service Desk (FSD) online at www.fsd.gov to seek guidance on how to do so.

Organizations based outside of the U.S. are still required to have a UEI and SAM.gov registration.

For help with SAM.gov, please visit their support page at <https://www.fsd.gov> or contact them at: 866-606-8220 (U.S.) or +1-334-206-7828 (international).

Note: Obtaining an active SAM.gov registration may take **12 - 15 business days** to complete the process of creating an account in the system.

C. ADDITIONAL ELIGIBILITY CONSIDERATIONS

Cost-Sharing or Matching

There is no minimum or maximum percentage required for this competition.

Cost-sharing or matching is not an evaluation criteria of this NOFO.

VI. APPLICATION AND SUBMISSION INFORMATION

A. APPLICATION DOCUMENTS

All applications must include the application components detailed below. **All application documents must be submitted in English.** Applicants may submit only one application specific to either Iraq or Syria, not both or a combination of both.

Refer to Section B below for additional submissions guidance and requirements.

NOTE: Applications that do not include all the required documentation described in Section 1 below will not advance past the Technical Eligibility Review stage. Further, pages of an application that exceed the allowable page limits will not be reviewed by the review panel. **Applicants may not**

add any materials to an application once it has been submitted and the competition deadline has passed.

A.1. Required Documents

Federal Assistance Application Forms (SF-424 and SF424a)

Applicants must complete each of these forms online to be considered for funding.

Guidance on how to complete the SF-424 and SF424a is provided in Appendix 3. NOTE: In addition to following all guidance outlined below regarding application materials, applicants are strongly encouraged to review the Application Evaluation Criteria section of this NOFO closely as they prepare their proposal. The Evaluation Criteria section is the rubric by which each application will be scored.

Project Narrative

The Project Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. It may **be no longer than 15 pages**. More details on preparing the Project Narrative are provided in Appendix 3. **Applicants are strongly encouraged to review Appendix 3 before preparing their Narrative.**

Budget & Budget Narrative Submission

Applicants must provide the following three elements as part of their budget submission:

- Summary Budget
- Detailed Line Item Budget
- Budget Narrative

There is no page limit for this section of an application. A sample fillable template can be found in Appendix 1. This template includes three tabs:

The first tab includes written guidance on preparing the **Budget Narrative**. Applicants are strongly encouraged to create their Budget Narrative in Word and submit as either a Word Doc or PDF file. Please note that the Budget Narrative should include designations of who is considered Key Personnel for this project. As defined in the Department of State Standard Terms and Conditions (for assistance awards, Key Personnel means, “...*key professional and supervisory personnel; i.e., the members of the professional staff in a program supervisory position engaged for or assigned to duties under the award.*” The second tab has the template for the **Summary Budget**. This tab will auto-fill as you complete the Detailed Line Item Budget, which can be found on the third tab. The third tab is where you can fill in the template for the **Detailed Line Item Budget** as stated above. **NOTE: Applicants are strongly encouraged to use the same format as provided in the template, and to submit summary and detailed line item budgets in Excel form, and the Budget Narrative as either a PDF or Word file.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. The template, which includes more detailed instructions, can be found in Appendix 1. **Applicants are strongly encouraged to review Appendix 1 before preparing their Budget and Budget Narrative.**

Logic Model and Theory of Change Statement

Applicants shall provide a Logic Model and Theory of Change statement to demonstrate how the proposed project (including activities, the project design, and the surrounding context) will achieve the stated objectives, with particular attention to how your approach will reach individuals of diverse backgrounds relevant to your specific context. A Theory of Change statement describes how and why a program is expected to achieve its stated outcomes using if-then-because language. The Logic Model and Theory of Change statements can be generated using the template in **Appendix 2. NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. This section **may be no longer than 3 pages.**

Results Monitoring Plan

Applicants shall provide an illustrative Results Monitoring Plan (RMP). The RMP can be generated using the template in Appendix 4. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. **The RMP shall be submitted as a separate document and has no page limit.**

Security, Risk Mitigation, & Contingency Planning Summary

This item should provide detail regarding the applicant's intended due diligence to assess and mitigate risks, and put in place adequate security measures to ensure the safety and well-being of project staff, participants, and partners, if applicable. This should include specific actions by the applicant to ensure risks are adequately and routinely assessed, and that security measures are commensurate with operational concerns specific to the locale. The applicant should also include a contingency plan that highlights potential challenges and limitations to project implementation in the operating environment and propose contingency plans should program activities be impacted. Please note that this section should not be limited to physical security and risk but should cover any applicable factors relevant to the given operating environment. This section **may not exceed 5 pages.**

Project Timeline

Applicants must provide an overall breakdown of the order and timeframe in which all project activities will take place. This item should provide a macro snapshot of what will take place from beginning to end of the project. Applicants must ensure that the timeline of activities/events corresponds with details provided in the Project Narrative and Logic Model / Theory of Change. This section **may not exceed 2 pages.**

Job Descriptions / Biographical Info for Key Personnel Positions

For each position designated as key personnel for this project, applicants must provide the following:

1. If the position is already filled: Provide brief biographical information summarizing the person's qualifications, as well as a brief description of the roles or responsibilities pertaining to this project.

OR

2. If the person to fill a key position has not yet been hired: Provide a brief summary of the job description, which should include a description of the roles and responsibilities pertaining to this project, as well as a description of qualifications of eligible candidates.

NOTE: If an applicant is proposing sub grant partner(s) as part of their project design, **Key Personnel/Positions of the sub grantee must also be included.** This section of the application **may not exceed 5 pages.**

Negotiated Indirect Cost Rate Agreement NOTE: This item is required only if applicable.

Applicants proposing indirect costs in the Budget greater than a 10% de minimis rate must provide a copy of their Negotiated Indirect Cost Rate Agreement (NICRA). This item will not be counted toward any page limits.

A.2. Optional Documents

Applicants may submit additional documents for consideration with their application. These documents are not required, though if any are submitted, they will need to be submitted as one Attachment. This section of the application may be no longer than 10 pages. Below are examples of some additional documents an applicant may wish to submit.

1. **Letters of Agreement or Letters of Intent:** Applicants proposing partner organizations and/or government bodies should include

Letters of Intent or Letters of Agreement from their proposed partners.

2. **Organizational Chart:** The organizational chart outlines the clear lines of responsibility and authority in the applicant organization to include budgeted level of effort listed by each person.
3. **Gender and Inclusion Analysis:** (not to exceed two (2) pages, preferably as a Word Document) that provides a concise analysis of relevant gender norms, equity and equality for underserved communities and marginalized populations, power relations, and conflict dynamics in target country. Potential domains of analysis include institutional practices and barriers, cultural norms, gender roles, access to and control over assets and resources, and patterns of decision-making. Applicants should briefly explain how they have integrated findings from their analysis into project design and/or other proposal documents, including a plan for regularly reviewing and updating the gender and inclusion analysis with local partners/beneficiaries as applicable, and making any necessary adjustments to program implementation.

NOTE: Applicants must adhere to all maximum allowed page counts. Applications that exceed any of the allowable page limits will not advance past the Technical Eligibility Review stage.

B. APPLICATION FORMATTING REQUIREMENTS

The required font is 15-point, Calibri. All application documents must be single spaced, with all margins (left, right, top, and bottom) of at least one inch each. Also, applicants should ensure all pages in the application package are numbered consecutively and meet the page limit requirements outlined in Section VI above. **The Standard Forms 424 (SF-424 and SF-424a) are excluded from the page numbering.**

It is strongly recommended that applicants submit grant applications using Microsoft Office. If applicants do not have access to Microsoft Office products, Adobe PDF files may be submitted.

C. SUBMITTING AN APPLICATION

Applicants must submit their application electronically using either Grants.gov OR SAMS Domestic. Both systems require that the applying organization have an account with the system and both require a UEI number and SAM.gov account as detailed in Section V. **It is the responsibility of the applicant to ensure they have an active account and will be able to submit its application. Applicants must select one of these systems to submit their application; do not submit an application through both systems.** There are no exceptions to these requirements.

The application process is not complete until the applicant receives notification that its application has been validated and forwarded to the granting agency (NEA/AC). Please allow sufficient time for entering the application into either of these systems. It is the responsibility of the applicant to monitor its application to ensure that it is successfully received and validated.

Grants.gov

Grants.gov is a single portal for applicants to find and apply to U.S. government funding opportunities. Creating an account with this system is a five-step process: 1) obtain a UEI number; 2) create an account with the System for Award Management; 3) create a profile, including username and password; 4) obtain Authorized Organization Representative (AOR) authorization; and 5) track AOR status. This process can take 10 business days or longer, even if all the steps are completed in a timely manner. **To create an account, go to www.grants.gov and click on the “Register” link, located at the top, right-hand side of the page.**

SAMS Domestic

SAMS Domestic is a comprehensive grants management system that allows applicants to apply for, manage, and report on the use of U.S. government funds for multiple programs, accessed online at mygrants.service-now.com.

To create an account, go to <https://afsitsm.servicenowservices.com/ilms/>, and click the “create an account” hyperlink, located above the user name prompt. Users will be directed to a page entitled “User Registration Request;” complete the online form and click the “Submit” button. Users will receive an activation email entitled “Verify Your Grants Account Registration;” click the activation link within the email to receive a username and password.

SAMS Domestic has Quick Tours available to educate users about the system. These documents can be found on the Support tab upon logging into the system.

For questions regarding creating an account or using SAMS Domestic to submit an application, contact the ILMS Help Desk. The Help Desk is available 24 hours a day, 7 days a week, excluding Federal holidays. The ILMS Help Desk utilizes a user-facing ticketing interface that allows users to submit and monitor their SAMS Domestic tickets. The ILMS Self Service Portal can be accessed by going to <https://afsitsm.servicenowservices.com/ilms/>.

D. SUBMISSION DATES AND TIMES

Applications must be time stamped before 17:00:00 eastern time (ET) on July 26, 2023 There will be no grace period, and any application not received by the application deadline will be deemed ineligible and will not advance to be reviewed. **Each applicant is encouraged to submit an application far enough in advance of the deadline so that the applicant can alert NEA/AC (nea-grants@state.gov) of any technical difficulties and allow sufficient time to resolve difficulties before the deadline.** Although NEA/AC will work with applicants to resolve technical issues, there are no exceptions to the submission requirements outlined in this announcement.

VII. FUNDING LIMITATIONS, RESTRICTIONS, AND OTHER CONSIDERATIONS

A. AWARDS TO COMMERCIAL FIRMS OR FOR-PROFIT ORGANIZATIONS

The Department of State prohibits profit under its assistance awards to commercial organizations. No funds will be paid as profit to any recipient that is a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31. Program income earned by the recipient may be:

- added to the total of the amount of this award, including the required cost sharing or matching, and use it to further eligible project objectives;
- used to meet the Recipient's cost sharing or matching requirement;
- OR deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

B. AUDIT REQUIREMENTS

Domestic and foreign organizations that expend \$750,000 or more in a fiscal year in federal assistance must perform an independent, recipient-contracted Single Audit or Program Specific Audit. (***Program-specific Audit*** means an audit of one Federal award program. ***Single Audit*** means an audit which includes both the entity's financial statements and the Federal Awards to be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS). The audits must be independently and professionally executed in accordance with GAGAS either prescribed by a government's Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or the host country's laws or adopted by the host country's public accountants or associations of public accountants, together with generally accepted

international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the Grants Officer's approval. More information can be found at <https://www.gao.gov/assets/700/693136.pdf>

For sub-non-Federal entities expending \$750,000 or more in Department of State award funding during their fiscal year, Department of State standard audit provisions require that Prime non-Federal entities certify that audits of sub-non-Federal entities are performed annually and according to the standards described above. The cost of audits required under this policy may be charged either as an allowable direct cost to the award OR included in the organizations established indirect costs in the award's detailed budget.

C. COMPLIANCE WITH APPLICABLE FEDERAL FUNDING REGULATIONS AND DOS TERMS AND CONDITIONS

Payment of funds awarded under this Notice of Funding Opportunity will not be disbursed until the DOS has been assured that the Recipient's financial management system will provide effective control over and accountability for all Federal funds in accordance with 2 CFR 200 and 2 CFR 600 as applicable. Awards issued under this NOFO are subject to the Department of State Standard Terms and Conditions (<https://www.state.gov/wp-content/uploads/2020/10/U.S.-Department-of-State-Standard-Terms-and-Conditions-10-21-2020-508.pdf>) and 2 CFR 200 and 2 CFR 600 as applicable.

VIII. APPLICATION REVIEW AND SELECTION PROCESS

A. APPLICATION EVALUATION CRITERIA

Achievable Objectives (30 points)

Each of the project objectives listed above (in Section I) are clearly addressed.

- **Impact and Effectiveness:** The applicant describes the project's potential contribution to solving the problem addressed in the problem statement and achieving results.
- **Timeframe:** The applicant describes realistic results to be accomplished within the timeframe of the proposed award.
- **Beneficiaries:** The applicant clearly identifies the anticipated beneficiaries and explains how the project's objectives will positively affect them.
- **Milestones:** The applicant provides realistic milestones to indicate progress toward goals and objectives as described in the program announcement.
- **Monitoring, Evaluation & Learning:** The applicant explains how monitoring, evaluation and learning activities will be carried out throughout the award's period of performance and who will be responsible for them.

Project Design (30 points)

The applicant clearly describes how each proposed project activity will address each of the objectives outlined in the requested priority area above (Section I).

- **Responsiveness to NOFO:** Explain how the proposed activities respond to the objectives listed in the NOFO.
- **Rationale:** To justify how the proposed activities will achieve the above objectives in this context.
- **Project Management:** Clear description of how the project will be managed in terms of initiation, planning, implementation and closing.
- **Partnerships and Buy-ins:** The applicant addresses how the project will engage or obtain support from relevant stakeholders and identifies any local partners.
- **Feasibility:** The applicant proposes activities that are feasible, and are also practical, and/or experiential in nature to encourage innovation.

- **Beneficiaries Selection Criteria and Process:** The applicant explains how participants will be selected (e.g., criteria for selection, selection process).
- **Duplication:** The applicant acknowledges if activities similar to those proposed are already taking, or have taken place previously, and provides an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.
- **Contingency Plan:** The applicant articulates programming assumptions and potential challenges to project implementation and proposes contingency plans.
- **Division of Labor:** The application describes the division of labor among the applicant and any partners.
- **Gender and Inclusion Considerations:** The applicant includes gender and inclusion analysis in the project narrative that identifies relevant gender and inclusion gaps and ways the proposed activities will address those gaps. Proposals should demonstrate how addressing relevant gender and inclusion gaps will enhance the program's goals and objectives and how the project will benefit individuals of all genders and diverse backgrounds.
- **Logic Model and Theory of Change:** The applicant details how the proposed Logic Model and Theory of Change statement clearly links project activities, outputs, and outcomes to objectives. If applicable, findings from the Gender and Inclusion Analysis are clearly addressed within the program design.
- **Results Monitoring Plan:** The applicant details how they intend to monitor project progress towards outputs, outcomes, and objectives.

Organizational Capacity (30 points)

- The applicant demonstrates experience (e.g., has previously worked and/or has established contacts/partners) in the proposed country.
- The applicant demonstrates an institutional record of successful programs in the content area proposed.

- The applicant demonstrates capacity for responsible fiscal management of donor funding (e.g., successful management of a previous sub-award or grant).
- The applicant demonstrates the ability to meet monitoring and evaluation requirements.
- The applicant has adequate staffing and demonstrates the capacity to manage the proposed project.
- The applicant demonstrates expertise in J/GCJ's strategic focus areas of advancing justice and accountability for atrocities.
- The applicant demonstrates experience gathering, storing, and analyzing information with attention to chain of custody.
- The applicant demonstrates experience building criminal cases, representing victims, advancing cases in national jurisdictions, and working with national authorities and international accountability mechanisms.
- The applicant demonstrates experience working with victims and witnesses of atrocities, and their families, to prevent revictimization, including specific training about issues related to sexual and gender-based violence.
- The applicant demonstrates experience implementing similar projects in Iraq or Syria.
- The applicant demonstrates experience managing and monitoring a significant number of sub-recipients and/or direct assistance projects. If the applicant has provided capacity-building support to sub-grantees, please indicate the type of support.
- The applicant demonstrates in the program and budget narratives how the assistance will be managed, monitored and evaluated to ensure compliance with the project objectives and Federal regulations. (The successful applicant will be responsible for overseeing the implementation of all sub-recipients, and/or other direct assistance to ensure completion of activities, programmatic efficacy, institutional strengthening, and financial propriety.)
- The applicant demonstrates the ability to accomplish the required activities without establishing a dedicated local office in Iraq or Syria.

- The applicant demonstrates the ability to involve local partners.

Staff and Position Specifications (10 points)

- Pre-identified key staff members, demonstrate experience working in the country/territory/region proposed, in the proposed content area, and with participants from that area (e.g., language skills, cultural understanding).
- A description of the roles of each person or position on the project – whether staff, partner, consultant, or volunteer – demonstrating that the project will be sufficiently staffed but will avoid redundancy or duplication of effort.
- A job description, including hiring criteria, is provided for each open key position.
- Applicant and/or partner staff have relevant language competencies.
- The applicant details how it will incorporate Diversity, Equity, Inclusion, and Accessibility (DEIA) principles in its approach to staffing.

Budget & Budget Narrative (Acceptable or Not Acceptable)

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which are clearly explained in the budget narrative.
- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- The preponderance of the budget is spent on supporting the project participants/activities .
- The budget includes costs dedicated to management, monitoring, and evaluation, and any costs needed for further gender analysis and for addressing gender gaps.
- Adequate travel costs are proposed.
- The budget demonstrates a reasonable cost per participant.
- The budget accounts for monitoring and evaluation costs.

B. REVIEW AND SELECTION PROCESS

NEA/AC and J/GCJ are committed to ensuring a competitive and standardized process for awarding funding. Applications will be screened initially in a Technical Eligibility Review stage to determine whether applicants meet the eligibility requirements outlined in Section V and have submitted all required documents outlined in Section VI. Applications that do not meet these requirements will not advance beyond the Technical Eligibility Review stage and will be deemed ineligible for funding under this NOFO.

NEA/AC reserves the right to have all applications deemed to be technically eligible undergo a Subject Matter Expert (SME) review prior to the Merit Review Panel. Applications that do not pass SME review will not proceed to the Merit Review Panel.

All applications that proceed to the Merit Review Panel will be evaluated by U.S. government subject matter and/or country-specific experts and will be rated on a 100-point scale. Point values for individual elements of the application are presented in Section VIII. Panel Reviewers' ratings, and any resulting recommendations, are advisory.

Final award decisions will be influenced by whether the application meets J/GCJ's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking applications.

IX. ADMINISTRATION INFORMATION

A. AWARD NOTICES

Applicants who do not advance beyond the Technical Eligibility Review stage will be notified 60 business days after the closing of the announcement. The authorized representative and program point of

contact listed on the SF-424 will receive the notification via email. If an applicant does not receive such a notification, their submission was put forward for review.

NEA/AC expects to notify applicants who proceeded past the Technical Eligibility Review stage about the status of their application by October 2, 2023

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer and transmitted to the recipient's responsible officer identified in the application. NEA/AC reserves the right to award funding to applicants under this announcement for a period of up to two years after the announcement's close date.

B. REPORTING REQUIREMENTS

Reporting is critical to effective program management and oversight. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report.

Recipients will, at a minimum, be required to submit Quarterly Performance Reports (QPR) and a Quarterly Financial Report (QFR). The QPRs will compare actual to planned performance and indicates the progress made in accomplishing each assistance award tasks/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. The QFRs provide a means of monitoring expenditures and comparing costs incurred with progress.

Recipients must report ***immediately*** when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or

costs increase. Any changes or revisions to the approved budget require prior approval from the NEA/AC Grants Officer.

Recipients are required to report program and beneficiary achievements on a quarterly basis (or provide written confirmation that there is no related news for the given quarter) beginning with second quarter's program report.

C. TRAVEL NOTIFICATIONS

Successful applicants will be required to provide prior notification of all international travel as a requirement of their agreement. This includes travel which is already included in the approved budget and Scope of Work. The purpose of this notification is to enable NEA/AC to inform the relevant U.S. Embassy or post of the recipient's intent to travel. The recipient must notify the Grants Officer at least three (3) business days prior to any travel. The Grants Officer reserves the right to advise against specific travel arrangements for security-related reasons.

D. APPLICANT VETTING AS A CONDITION OF AWARD

Applicants proposing activities in **Iraq or Syria** are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. The Recipient and any sub-recipient will ensure that all activities covered under this agreement conform to Executive Order 13224, the Supplemental Appropriations of 2006, and other statutory and regulatory limitations on the provision of support or assistance to prohibited entities and individuals. In particular, the Recipient will take all necessary steps, including but not limited to the vetting of sub-recipient organizations and relevant entities and individuals, to ensure compliance with all statutes and regulations.

For the lifetime of this cooperative agreement, no funds from Foreign Terrorist Organizations (FTO) or other prohibited groups will be used to finance activities or organizations associated with this cooperative agreement, including but not limited to advertising, program

performance/support, etc. To ensure that all individuals and entities associated with this program are eligible, the recipient must check the System for Award management (SAM) (www.SAM.gov).

The Recipient will submit the DS Form 4184 Risk Analysis Information to the Risk Analysis and Management (RAM) Office providing information on key individuals as defined by form DS-4184 and for each key staff member or program personnel in the Recipient's organization, all sub-awards identified by DOS as presenting a risk of terrorist financing as well as appropriate beneficiaries as described in the official vetting guidance provided as part of this award. All individuals meeting these specifications, whether previously vetted or not, must be submitted. When vetting information is requested by the Grants Officer RAM usually requests the vetting information, via emails to the Authorizing Official, information may be submitted on the secure web portal at <https://ramportal.state.gov>, via email to RAM@state.gov, or hardcopy to the Grants Officer. Questions regarding the form may be emailed to RAM@state.gov. Forms must be submitted no later than five business days after RAM provides the Authorizing Official (identified by the Grants Officer) with a username and password for the secure portal.

Only individuals, sub-recipients and beneficiaries who have successfully passed vetting may receive assistance or participate in this award. Individuals refusing to provide vetting data – or who provide false data –will not be eligible to receive assistance. Individuals who do not successfully pass vetting will not be eligible to receive assistance. Vetting must be completed 10 business days prior to an activity and may not occur retroactively.

The government shall vet these personnel changes and reserves the right to terminate assistance awards for convenience based on vetting results. For activities lasting more than one year, in accordance with the vetting policy, the Recipient will resubmit the DS Form 4184.

E. SPECIAL PROVISION FOR PERFORMANCE IN A DESIGNATED COMBAT AREA (SPOT) REQUIREMENTS

Applicants proposing activities in **Iraq** are required to adhere to the following:

All recipient personnel deploying to an area of combat operations, as designated by the Secretary of Defense under federal assistance over \$150,000 or performance over 30 days must register in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system. Recipients of federal assistance awards shall register in SPOT before deployment, or if already in the designated operational area, register upon becoming an employee under the assistance award and maintain current data in SPOT. Information on how to register in SPOT is available from your Grants Officer or Grants Officer Representative.

Recipients utilizing personnel who are not performing private security functions must account for personnel within the SPOT system anonymously through the use of the aggregate count functionality. This includes U.S. Citizens, Third Country Nationals (TCN), and Locally-hired Iraqi personnel except as noted in the following paragraph.

Recipients utilizing personnel who are performing a private security function; are performing duties as a translator or interpreter; require access to U.S. facilities, services, or support; or desire consideration for refugee or special immigrant status under the Refugee Crisis in Iraq Act of 2007 (subtitle C of title XII of Public Law 110–181 must be entered into SPOT individually with all required personal information. If a locally-hired Iraqi falls into one of these categories, the recipient must enter all of the required identification data into SPOT.

When the Recipient is ready to enter U.S. Citizens, Third Country Nationals (TCN), and/or locally-hired individuals using the Aggregate Count method, the Recipient will notify the Grants Officer who will contact the Department SPOT Program Manager (A/LM/AQM) to obtain the “Aggregate Count” template. The Recipient will complete the “Aggregate Count” template and

return to the SPOT Program Manager who will ensure that aggregate counts are loaded into SPOT.

The Recipient's SPOT Administrator is responsible for updating the aggregate locally hired national count on a quarterly basis by providing updated information via the "Aggregate Count" template to the GO/GOR for each award who will forward to the Department SPOT Program Manager for SPOT entry.

Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, recipients are required to ensure they adhere to Chief of Mission (COM) policies and procedures regarding the operation, oversight, and accountability of PSCs.

Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, recipients are required to ensure they adhere to Chief of Mission (COM) policies and procedures regarding the operation, oversight, and accountability of PSCs.

As specific COM policies and procedures may differ in scope and applicability, recipients of federal assistance awards are advised to review post policies and procedures carefully in this regard and direct any questions to the Embassy Regional Security Office (RSO) via the Grants Officer Representative (GOR). Any exclusion to these policies must be granted by the COM via the RSO. COM policies and procedures may be obtained from the RSO via the GOR. Recipients of federal assistance awards are also advised that these policies and procedures may be amended from time to time at the post in response to changing circumstances.

Recipients of federal assistance awards are advised that adherence to these policies and procedures are considered to be a material requirement of their award. Recipients of federal assistance awards are reminded that only the Grants Officer has the authority to modify the Notice of Award. Recipients

shall proceed with any security guidance provided by the RSO, but shall advise the Grants Officer and the GOR of the guidance received and any potential cost or schedule impact.

F. BRANDING AND MARKING REQUIREMENTS FOR GRANTEES

Grantees awarded under this announcement will be required to make all materials produced under the award with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Materials are defined as but not limited to: training materials, materials for recipients, or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under this award, including but not limited to invitations to events, press materials, event backdrops, podium signs, etc. In addition, sub-recipients or sub-awardees are subject to the marking requirements and the grantee shall include a provision in the sub-recipient or sub-awardee's agreement indicating that the standard, rectangular U.S. flag is a requirement. Exceptions to this requirement can be discussed with NEA/AC when negotiating an award.

G. UEI NUMBER REQUIREMENT FOR SUB AWARDEES

All sub-awardees are required to have a UEI number. For information on obtaining a UEI number, please see Section V. B. **Proposed sub-awardees are not required to have a UEI number prior to the submission of an application but must have one prior to a sub-award being issued.**

H. SUB AWARDEE REPORTING REQUIREMENT

Grantees awarded under this announcement will be required to report all sub-awardees receiving funds of \$25,000 or more to <http://www.fsrs.gov>. More information about this requirement can be found at this site.

X. AGENCY CONTACTS

For questions regarding this funding opportunity including: completing an application, financial and grants management issues, or technical matters, contact:

nea-grants@state.gov

All questions must be submitted in writing to nea-grants@state.gov by **July 10, 2023** at 17:00:00 eastern time (ET). NEA/AC will create a document of the submitted questions along with the answers and post it on Grants.gov. Questions submitted after the deadline will not be addressed.

For questions regarding creating an account with or using grants.gov to submit an application, contact the grants.gov Contact Center. The Contact Center is available 24 hours a day, 7 days a week, excluding Federal holidays.

Grants.gov Contact Center
(800) 518-4726
support@Grants.gov

For questions regarding creating an account or using SAMS Domestic to submit an application, contact the ILMS Help Desk. The Help Desk is available 24 hours a day, 7 days a week, excluding Federal holidays. The ILMS Help Desk utilizes a user-facing ticketing interface that allows users to submit and monitor their SAMS Domestic tickets. The ILMS Self Service Portal can be accessed by going to <https://afsitsm.servicenowservices.com/ilms/>.

ILMS Help Desk
(888) 313-ILMS (4567)
<https://afsitsm.servicenowservices.com/ilms/>

XI. DISCLAIMER

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the bureau that contradicts public language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the U.S. government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements listed in this NOFO.